

COUNTY OF YORK

MEMORANDUM

DATE: August 23, 2000 (BOS Mtg. 9/5/00)

TO: York County Board of Supervisors

FROM: Daniel M. Stuck, County Administrator

SUBJECT: Inclusion of the Employees of the Clerk of Circuit Court in the County's Personnel, Policies, Systems and Procedures

The Honorable Lynn Jenkins, Clerk of Circuit Court, desires to execute an agreement with the County to formally include the employees of her office in the County's personnel system. With the exception of two (2) County funded positions, her staff is considered to be employed by the State. Inclusion of the employees of the Clerk in the County Personnel Policies and Procedures will afford them the same rights and privileges as other County employees and will help ensure uniform application of the policies.

In order to ensure a smooth transition we are recommending that the County recognize their employment date with the Clerk's Office as their hire date with the County and that the requirement to serve a probationary period be waived. It also is recommended that they be allowed to transfer their entire balance of sick and vacation leave on the books as of September 1, 2000 and that future accruals be maintained in accordance with the applicable provisions of the Personnel Policies and Procedures Manual. In addition, while the Clerk's Office will observe the same number of holidays as other County offices, due to the operating schedule of the Courts the holidays may be observed on a different date. These conditions are consistent with those offered the other Constitutional Officers when they entered into agreements to include their employees in the County's personnel policies.

The local subsidy required for transition of the employees of the Clerk's Office to the County's pay plan is approximately \$14,800. In the current Fiscal Year this cost can be accommodated without increasing the local funding beyond the current level. In FY2000, the Board of Supervisors funded three (3) positions in the Clerk's Office. These positions were to be funded by local dollars until the State Compensation Board allocated support for additional personnel.

The County has received additional state funding for FY2001 totaling \$21,515 (\$19,615 for a Deputy Clerk I and \$1,900 for temporary employee salaries). State funding of the Deputy Clerk I position will allow the transfer of one of the County funded positions to a Compensation Board funded position. This transfer will reduce the amount of local funding needed by approximately \$18,000, which will more than offset the amount of funding required for transition of the Clerk's employees to the County personnel system. However, because the additional state funding has not been appropriated it is necessary to appropriate \$16,700 to cover the transition to the personnel policies (\$14,800) and cost of additional temporary salaries (\$1,900).

Attached for the Board's consideration is Resolution R00-101 to authorize the County Administrator to execute an agreement with the Clerk of Circuit Court for the inclusion of her employees in the County's personnel policies, systems and procedures and to appropriate \$16,700. Please let me know if staff or I can provide additional information.

McReynolds/3700

Attachment: Proposed Resolution R00-101